



Position Opening

Position Title:

Director of Human Resources

Reports to:

Chief of Staff in the Office of the Commissioner of Education

Location:

Andrew Johnson Tower, Ninth Floor
710 James Robertson Parkway
Nashville, Tennessee 37243

Position Overview:

Manage all aspects of human resource matters for the Tennessee Department of Education (TDOE), state special schools and achievement schools.

Specific Position Responsibilities:

- Advise the Commissioner and other senior management on a variety of human capital issues.
- Advise special schools and achievement schools superintendents on employment and policy matters.
- Serve on the department's senior leadership team.
- Receive employee complaints for TDOE and schools, direct investigations and recommend outcomes.
- Manage employment actions to comply with three different and specific employee disciplinary procedures.
- Work with attorneys on preparation for appeals of employment actions.
- Provide training, direction and advice to managers on developing job performance plans, including smart goals, for employee evaluations and job descriptions.
- Direct the work of the assistant director of talent management in delivering trainings required by the Tennessee Department of Human Resources.
- Provide management and oversight to staff in administering benefits, FMLA, ADA and FLS.



Position Opening

Qualifications:

- Bachelor's Degree from an accredited four-year institution required
- Law degree or master's degree preferred
- Five years minimum experience working in human resources or related field
- Ability to lead and build strong relationships with internal and external stakeholders

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Laura.Encalade@tn.gov.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.